

**HILLSBOROUGH COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
BOARD MEETING  
WEDNESDAY, MARCH 27, 2019 – 4:00 P.M.  
PLANT CITY CAMPUS – TRINKLE BUILDING  
MINUTES**

**1.0 GENERAL FUNCTIONS**

1.01 Call to Order

1.02 Invocation

1.02.01 Mrs. Shah asked that we keep the family of Brandon Campus student Maggie Martinez in our thoughts and prayers. Maggie was studying Counseling and Human Services and recently passed away.

1.03 Pledge of Allegiance

1.04 Roll Call

The following Trustees were in attendance:

- Mrs. Dipa Shah
- Mrs. Betty Viamontes
- Mr. Randall Reid
- Ms. Diana Hernandez-Caballero

1.05 Welcome to Guests, Faculty and Staff Members

1.06 Foundation Report

1.06.01 Josette Bulnes, HCC Foundation's Financial Manager, provided a summary of activities and donations received during March which included:

- \$3.6M YTD in Total Revenue;
- \$2.9M in Donations;
- \$184K in Special Events Revenue;
- \$133 in Net Income on Investments; and
- \$12.5M in Ending Net Assets.

1.06.02 Mrs. Bulnes advised that the College's internal campaign was a huge success, in large part due to matching gifts from Dr. Ken Atwater, Dr. Allen Witt and Dr. Liana Fox. The Foundation raised \$56K.

- 1.06.03 Corporate support of the annual Black, Brown and College Bound Summit increased 12%.
- 1.06.04 Dr. Atwater reminded everyone that the Foundation's annual golf tournament would be held on Monday, April 1.
- 1.06.05 The February major gift reports was sent to the Board separately and included donations totaling \$221,561. Donors included:
- *Children's Board of Hillsborough County*
  - *William A. Gregory Jr. Foundation*
  - *Nuts, Bolts & Thingamajigs*
  - *Association of American Medical Colleges*
  - *Tegba O. Hunter*
  - *Hillsborough County Public Schools*
  - *American Assoc. of Univ. Women – SCC*
  - *Associated Builders & Contractors, Inc.*
  - *Highland Student Housing Holdings*
  - *HCC-Brandon Student Gov't. Assoc.*
  - *Big Brothers Big Sisters of Tampa Bay*
  - *HCC Ybor City Campus*
  - *Marc. B. Borchers*
  - *Patricia Jones*
  - *Vinata Mundra*
  - *Sheri Thompson*
  - *HCC Plant City Campus*
  - *Tampa United Events, Inc.*
  - *Florida Business Interiors, Inc.*
  - *Metz Culinary Management*
  - *Amgen*
  - *HCC Brandon Campus*
  - *Visit Tampa Bay*

## 1.07 Faculty, Staff and Student Recognitions

### 1.07.01 Plant City Campus Highlights:

Dr. Clay welcomed the Board back to the Plant City Campus. He thanked his assistant, Ms. Denise Samide, for her hard work making the chocolate-covered strawberries and preparing the topped strawberries and pound cake that were provided.

Dr. Joseph Borrell, Dean of Academic Affairs, gave a brief presentation highlighting the success of HCC's Commercial Driver's License program. HCC collaborates with SAGE Truck Driving Schools to train commercial truck drivers.

Ms. Christine Legner, Dean of Student Services, provided a brief presentation on the Food Pantry program which works to help with student food insecurities. The Campus is partnered with the Plant City United Food Bank, which provides emergency food boxes; Because of this partnership, students can receive assistance once a week instead of once a month.

Dr. Ken Atwater, President, provided the following faculty, staff and student recognitions:

- 1.07.02 Hillsborough Community College students continue to be recognized by the Chancellor and Florida College System for their outstanding accomplishments. Recently, **Isabella Charet**, SouthShore Student Government Association president, was featured on the Florida College System Activities Association website and social media platforms as an outstanding student accompanied by her photo and biography.

- 1.07.03 Student trustee **Diana Hernandez** was recognized as the chancellor's **Clark Maxwell Scholar Student of the Month**. This award recognizes outstanding students in the Florida College System who demonstrate leadership skills, academic success and/or commitment to community service. Each student receives a \$150 scholarship, certificate and letter from the Florida College System chancellor. The Student of the Month is also recognized in the Florida College System's monthly newsletter, website and social media platforms.
- 1.07.04 **Carlo Cabrera**, Dale Mabry student, was the featured student on the Florida College System website under the section, "*What Students are Saying*". He was interviewed while in Tallahassee on a Student Government Association lobbying trip.
- 1.07.05 **Dr. Ginger Clark**, Ybor City Campus President, was appointed to the Ybor City CRA Community Advisory Committee and confirmed at the March 16 Tampa City Council meeting.
- 1.08 The Chairman recommended adoption of the agenda, all revisions to the agenda and approval of all agenda items marked "**Consent**".

Mr. Reid made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.
- 1.09 The President recommended approval of the **February 27, 2019 Board Meeting minutes**.

Mrs. Viamontes made a motion of approval, seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote of all members present.

## **2.0 HEARING OF STUDENTS**

## **3.0 HEARING OF CITIZENS**

## **4.0 HEARING OF FACULTY AND STAFF**

- 4.01 Ms. Elizabeth Key-Raimer, Dale Mabry Counselor and FUSA President, expressed the faculty's support of the insurance committee's decision to select Humana as the College's Health Insurance Provider.

## 5.0 HUMAN RESOURCES

- 5.01 The President recommended approval of individuals for **full-time employment**. These individuals will be compensated in accordance with the Board-approved Salary Schedule.

Mr. Reid made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 5.02 The President recommended approval of **part-time faculty and staff employment** recommendations for Term 18/SP. Each part-time employee will be compensated in accordance with the Board-approved Salary Schedule.

Mr. Reid made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 5.03 The President recommended acknowledgment of **employment separations**.

Mr. Reid made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 5.04 The President recommends **award of contract to Humana Inc. of Tampa, FL** for a three (3) year period beginning July 1, 2019 through June 30, 2022, to provide administration for self-insured medical benefits and an integrated prescription plan.

The fixed cost for the **administrative services will be \$44.94/employee/month (PEPM)** or approximately \$530,112 annually for three (3) years, with a three percent (3%) rate cap in Years 4 and 5.

The cost for **the reinsurance will be \$76.64 PEPM or approximately \$904,045** for Year 1, and adjusted annually based on claim history.

The total annual fixed cost of administrative services and the cost of reinsurance for FY 2019-2020 will be approximately **\$1,434,157, based on 983 enrolled**.

Dr. Atwater advised, following the last Board meeting, the College followed up with Humana to request language in the contract that would require current providers remain in the network. Humana advised that they could not make guarantees based on contractual parameters but should a provider be removed from the network, they would work with the College to ensure a smooth transition.

The College was also asked to go back to Cigna and Humana to request a better proposal; however, the best and final offers had already been received from both companies. Because of this, a better proposal could not be requested and at this point, would competitively unfair.

Mrs. Shah made a motion to decline the award of contract to Humana and begin the Request for Proposal process again. Mr. Reid seconded the motion. A vote of one (1) aye and two (2) no's followed by those members present.

Dr. Atwater advised it would take a year to go through the bid and selection process again.

Mrs. Shah stated that the contract before them is for three (3) years and she would like to see a one (1) year contract instead.

Mrs. Viamontes stated that, by not approving the contract and starting the process over, it could be detrimental to the College.

Ms. Kristin Smuder, Executive Director of Human Resources, advised it would cost approximately \$100K more to add an additional year to the current contract.

Mr. Reid asked Mrs. Shah what her concerns were with Humana. Mrs. Shah advised that she had concerns with the way the second phase of the selection process was handled. Mr. Reid added that the greater good is better served by going forward with the Humana contract.

Mrs. Viamontes made a motion of approval of a three (3) year contract, with a stipulation that the additional one (1) year contracts be brought to the Board for approval at least six (6) months prior to renewal; the motion was seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote of all members present.

- 5.05 The President recommended **approval of a contract with Humana Inc. of Tampa, FL**, to provide dental coverage for the dental insurance program, beginning July 1, 2019, for a three (3) year term with the option to renew for two (2) additional years, one (1) year at a time, at a total cost of \$597,176 for the first year (submitted herein for your review).

Mrs. Viamontes made a motion of approval, with the provision that renewals are brought before the Board at least six (6) months prior to renewal, seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote of all members present.

## **6.0 EDUCATIONAL PROGRAMS & STUDENT SERVICES**

- 6.01 The President recommended approval of the **new courses, course modifications, course deletions, new program, and program modifications** to be effective Fall 2019, unless otherwise noted.

Mr. Reid made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 6.02 The President recommended approval of **Sabbatical Leave** during the 2019-2020 Academic Year for faculty members Paul Bishop; Jennifer Denson; Sandra Coleman; Tonni Bacoat-Jones; Vincent Centonze; and Jessica Olney.

Mrs. Shah made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

## **7.0 INSTITUTIONAL SERVICES**

## **8.0 FINANCIAL SERVICES**

- 8.01 The President recommended approval of **Application for Final Payment** in the amount of **\$44,341.20** to **Horus Construction Services, Inc.**, for completion of the replacement of the air handling unit that serves the Brandon Campus Library Building, as reviewed and recommended by Volt Air Consulting Engineers.

Mr. Reid made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 8.02 The President recommended approval of **Budget Amendment No. 2.**

Mr. Reid made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

- 8.03 The President recommended acceptance of the **Financial Statements Audit Report No. 2019-128** for the Fiscal Year Ended June 30, 2018.

Mrs. Viamontes made a motion of approval, seconded by Mr. Reid. After due discussion and consideration, approval was given by aye vote of all members present.

- 8.04 The President recommended acceptance of the **February 2019 Financial Statements.**

Mr. Reid made a motion of approval, seconded by Mrs. Viamontes. After due discussion and consideration, approval was given by aye vote of all members present.

## **9.0 ADMINISTRATIVE REPORT**

- 9.01 Dr. Atwater briefed the Board on a Letter of Intent received from Accardi Real Estate and recommended that the College not move forward with the sale of the Dr. Gwendolyn W. Stephenson District Administration Center Site at this time.

Mr. Reid stated that, in his opinion, the College and Board have not had a real conversation about whether it makes sense to remain in the current building. He added that, with something close to the dollar amount being offered, the College could build a new energy efficient facility with a smaller footprint.

Mrs. Shah requested that the College hold a retreat in lieu of a formal workshop, so that the Board can discuss the College's options without a time constraint. She added that the response to Accardi Real Estate should be the same as the College's response to Cushman Wakefield. Mrs. Shah added that she would also like to see the MacDill Center at some point. Dr. Atwater advised a retreat could be held in early June.

- 9.02 Mr. Eric Johnson, Government Relations Manager, gave a brief presentation on current legislative session and the status of the state's education budget.

## **10.0 LEGAL REPORT**

## **11.0 HEARING OF BOARD MEMBERS**

- 11.01 Ms. Hernandez thanked the Plant City Campus for welcoming the Board and for their Food Pantry initiative.

- 11.02 Mrs. Viamontes thanked Dr. Nancee Sorenson, Brandon Campus President, and the Brandon Campus for their hard work on the 50<sup>th</sup> Anniversary celebration; she also thanked Mrs. Sorenson for allowing her to be the keynote speaker.

Mrs. Viamontes congratulated the accounting department staff and thanked them for the clean audit. She also thanked everyone involved in securing the College's health insurance plan.

- 11.03 Mr. Reid thanked Mr. Johnson for his legislative report. He also thanked Dr. Clay for hosting the March Board meeting.

- 11.04 Mrs. Shah congratulated the students, faculty and staff that were recognized. She thanked Dr. Clay for the warm welcome.

Mrs. Shah stated that she would like to see additional time built in to the purchasing process for review of bids prior to being brought to the Board. There is a process in place and the College deviated from that process with the health insurance contract which put her in difficult position.

Mrs. Shah requested that a copy of the President's contract be sent to the Board.

## **12.0 ADJOURNMENT**

There being no further business, the meeting adjourned at 5:25 p.m.